

APPLICATION FOR EMPLOYMENT

This form has been designed to tell us all we need to know about you at this stage. Please complete the form in black ink and block capitals.

What role are you applying for?	
Where did you see this role advertised?	

Personal Information

Surname:	
Forenames:	
Title (Mr, Mrs, Ms, Miss, etc):	
Previous names (if any):	
Address and postcode for communications:	
Email Address:	
Daytime telephone number:	
Mobile Number:	
Do you have the right to take up employment in the UK?	YES <input type="checkbox"/> / NO <input type="checkbox"/>

<p>If you do not have the right to take up employment in the UK, do you wish us to assist you in applying for the right to work?</p>	<p>YES <input type="checkbox"/> / NO <input type="checkbox"/></p>
<p>Dates you are not available for interview: (please also provide any other relevant notes on your availability for interview)</p>	

Education

From GCSE or equivalent to degree level in chronological order:

Establishment	Qualifications gained

Postgraduate education or study or any other professional qualifications:

Establishment	Qualifications gained

If applicable, please supply your RCVS registration number:

Date Qualified	Registration / Reference Number

Work experience

Please give details of your last three jobs. Any relevant posts held before then may also be mentioned. Please begin with your present or most recent position and then work chronologically backwards.

Current or last employer:

Job Title		
Current Salary		
Name of Employer		
Address of Employer		
Post Code		
Tel No		
Dates employed from	From	To
Notice Period		
Reason for leaving		
Summary of duties		

Previous Employers:

From	To	Name and address of employer	Job title, description of duties and responsibilities and reason for leaving

Please use this space to say why you are interested in the post for which you have applied and provide any other information that may assist your application.

Other Information

Do you have any other training, qualifications or skills relevant to the post (e.g. knowledge of a foreign language, computer literacy, etc.)?

Please give details of, and provide an explanation for, any time when you were not either working or in full-time education.

Have you made a previous application to the Company? If so, when was this and what was the outcome?

If you are successful, when could you take up your post?

Please give details of any special arrangements you would require to enable you to attend interview.

Do you hold a current driving licence?

Do you have access to a motor vehicle?

Please give details of your main extra-curricular activities and interests.

If offered the position, would you continue to work in any other capacity for another company? Yes / No

If yes, please give details:

Have you had any criminal convictions, which are not 'spent' convictions under the Rehabilitation of Offenders Act 1974? Yes / No

If yes, please state the details below:

Are you facing any criminal prosecutions? Yes / No

If yes, please state the details below:

Referees

Please give details of two referees, one of whom must be your current or most recent employer or, if this is an application for your first job, your school teacher or higher or further education lecturer. Neither referee should be a relative or contemporary.

Please include name; address; contact number and contact email.

First referee	Second referee

Please confirm if we may obtain reference one prior to interview: Yes / No

Please confirm if we may obtain reference two prior to interview: Yes / No

We ensure that all your personal data is managed securely in accordance with the Data Protection Act 2018. Your data is collected as part of our recruitment process to fulfil specific roles within the Company, and will be kept in line with our Data Protection Policy. Please contact Darran Mason, Data Protection Officer for more information on our Policies.

Declaration

I declare that the information I have given on this application form is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

I hereby consent to the Company processing the information supplied on this application form for the purposes of recruitment and selection.

Signed:

Date: